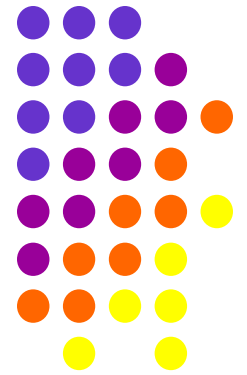




ARIZONA DEPARTMENT OF JUVENILE CORRECTIONS
Safer Communities Through Successful Youth

Youth Handbook



Visitation

Mail

Phone

Calls



IMPORTANT INFORMATION

My Name _____

K # _____

RAC YPO III/Case Manager's Name _____

RAC Case Manager's Phone Number _____

RAC YPS/Housing Unit Manager's Name _____

RAC Housing Unit Manager's Phone Number _____

YPO III/Case Manager's Name _____

Case Manager's Phone Number _____

YPS/Housing Unit Manager's Name _____

Housing Unit Manager's Phone Number _____

Parole Officer's Name _____

Parole Officer's Phone Number _____

Juvenile Ombud's Name _____

Juvenile Ombud's Phone Number _____

Volunteer Coordinator's Name _____

Volunteer Coordinator's Phone Number _____

Chaplain's Name _____

Chaplain's Phone Number _____

Family Liaison's Name _____

Family Liaison's Phone Number _____

Visitation Day/Time _____

Phone Call Day/Time _____

**FUNDED BY
THE ARIZONA PARENTS COMMISSION
FOR DRUG EDUCATION AND PREVENTION**

TABLE OF CONTENTS

WELCOME	1
ADJC NORMS	2
THINGS YOU NEED TO KNOW	3
WHAT HAPPENS TO MY STUFF?.....	3
HOW DO I NEED TO DRESS?	3
HOW DO I GET CLOTHING AND PERSONAL ITEMS?	3
PROPERTY	4
CONTRABAND.....	4
SEARCHES	5
RAC OVERVIEW.....	5
VISITATION.....	6
TELEPHONE CALLS	6
MAIL	7
MEAL TIME	7
UNIT LIFE	8
MULTI-DISCIPLINARY TEAM	8
SUPERINTENDENT'S REVIEW BOARD.....	8
TREATMENT	9
LEVEL SYSTEM	10
CANTEEN	10
SEPARATION	10
HEALTH.....	11
SICK CALL	11
EDUCATION.....	12
VOCATIONAL EDUCATION	12
PHYSICAL EDUCATION/RECREATION.....	12
RELIGIOUS SERVICES	13
VOLUNTEERS	13
LEGAL SERVICES	14
WHAT IS A JUVENILE OMBUDS?	14
HEARINGS	14
WHAT IS A GRIEVANCE?	15
RESTORATIVE JUSTICE	15
COMMUNITY	16
COMMUNITY RESOURCE CENTERS AND PAROLE OFFICES.....	16
DISCHARGE.....	16
COMMUNITY SERVICES, WORK PROGRAM, PAROLE VIOLATORS ...	17
RETURNING TO SECURE CARE	18
PAROLE OFFICE LOCATIONS.....	19

Message from the Director

After considering all options, a serious decision was made by the Juvenile Court to commit you to the Arizona Department of Juvenile Corrections. Therefore, our agency must responsibly work with you to achieve significant improvement in your behavior so that you can return to your home and community. We are dedicated to your success and expect you to commit yourself to the treatment and education that we provide. The Youth Handbook will introduce you to the programs and expectations of our agency. Should you have any questions, feel free to ask staff. Remember, if you stay focused and work hard, you will definitely achieve your goals.

Director Branham

ADJC

Mission Statement

The Arizona Department of Juvenile Corrections enhances public protection by changing the delinquent thinking and behaviors of juvenile offenders committed to the Department.



The Arizona Department of Juvenile Corrections (ADJC) has put together this handbook for you. You have been adjudicated by the courts to ADJC and will begin your stay in Secure Care which is a term used for a locked facility. Upon completion of your stay in Secure Care (also known as Safe Schools), you will return to the community and be on Parole status.

The judge has set a specific sentence (time) that you are legally required to stay in Secure Care. S/he set a date that is the minimum or the earliest that you could be released from Secure Care and it is called the Minimum Release Date (MRD). ADJC does not have to release you on your MRD, but can hold you in Secure Care up to your 18th birthday.

When you first arrive at ADJC you are assessed to identify your delinquent, educational, behavioral, and health issues. This information is used to develop your Continuous Case Plan goals that you will work on and complete in Secure Care and the community. ADJC staff are committed to help you complete your Continuous Case Plan.

It is important that you actively participate in the completion of your Continuous Case Plan. You are required to follow the ADJC Norms and behave appropriately. You will earn the opportunity to return to the community by following the ADJC Norms and successfully completing your Case Plan goals. If you are disruptive to the safety of the facility and/or don't work on your Case Plan goals, you are likely to stay in Secure Care.

What can this Youth Handbook do for me?

You should use this Youth Handbook to help answer questions about your stay in Secure Care and as a guide to help you successfully transition from Secure Care into the community. This handbook will be discussed with you during your orientation process.

While You are With ADJC

You have the right...

- To be protected from physical and psychological harm. This means you should not be picked on or abused by staff or other juveniles.
- To food, clothing, shelter, medical, and dental care while you are at ADJC.
- To have all treatment decisions made with your needs in mind.
- To speak your own language at any time, except during classroom discussion, organized activities (such as group), or in answer to a staff member who does not understand your language.
- To have an interpreter help you communicate, as needed.
- To not have food or sleep taken away from you as punishment or part of treatment.
- To not be discriminated against for any reason.

ADJC NORMS

You have the right...

- To be informed of any rules or policies that might affect you while you are in our custody.
- To express yourself verbally and non-verbally, as long as your words, expressions, and gestures are appropriate and do not interfere with the safe and orderly operation of the programming at your institution.



ADJC has four basic Norms that all youth and staff are expected to follow. The four Norms are: Safe Environment, Positive Communication, Respect, and Responsibility.

SAFE ENVIRONMENT (meaning a place that is clean and hazard free, and where no form of victimization is tolerated)

- "Around Here" we follow staff directions
- "Around Here" we maintain the safety of our community
 - It is unacceptable to hurt or threaten others
- "Around Here" we move in an orderly way
- "Around Here" we possess only approved items

POSITIVE COMMUNICATION (meaning that any form of communication is honest, accurate, clear, and respectful)

- "Around Here" we communicate to everyone respectfully
 - It is unacceptable to use profanity, gang behavior, or disrespectful body language
- "Around Here" our communication is honest and appropriate
- "Around Here" we accept confrontation and feedback positively

RESPECT (meaning to treat others as you would want to be treated, and acknowledge the boundaries and property of others)

- "Around Here" we respect the property of others
 - It is unacceptable to steal or damage property
 - It is unacceptable to loan, borrow or trade property
- "Around Here" we treat others as we would want to be treated
- "Around Here" we respect the differences and diversity of others

RESPONSIBILITY (meaning being accountable to yourself and others)

- "Around Here" we keep ourselves, our room, and other areas neat, clean, and ready for inspection
- "Around Here" we remain in our assigned areas
 - It is unacceptable to enter another youth's room
 - Visiting with other youth can take place in designated areas
- "Around Here" we take responsibility for our treatment
- "Around Here" we are responsible for each other's success

It is important to remember that staff are available to help you in following the above Norms, but ultimately you are responsible for your own behavior. If you choose to violate ADJC's Norms, there will be consequences for your behavior.

These consequences may include loss of privileges, a stay beyond your MRD, fines, referral to the County Attorney, and/or a transfer to adult court with adult charges.

ADJC WILL NOT TOLERATE THE ASSAULT OR ABUSE OF OTHER JUVENILES OR STAFF.

CLOTHING/ PROPERTY YOU WILL RECEIVE FROM ADJC

- ✓ 3 pairs of pants
- ✓ 1 pair of sweat pants
- ✓ 1 sweatshirt
- ✓ 3 shirts
- ✓ 6 pairs of socks—ankle length only
- ✓ 1 pair of shoes
- ✓ 1 pair of shower shoes
- ✓ 6 pairs of underwear
- ✓ 2 pairs of shorts
- ✓ 1 towel
- ✓ 1 wash cloth
- ✓ 2 sheets
- ✓ 1 pillow
- ✓ 1 pillow case
- ✓ 1 blanket
- ✓ 1 jacket (seasonal)

GIRLS

- ✓ 1 Nightgown
- ✓ 3 Bras

YCO III

Supervises the YCOs

YPO III/CASE MANAGER

Organizes and monitors
your progress

YPS/ HOUSING UNIT MANAGER

Responsible for the
operations of the unit.

Things You Need To Know

What happens to my stuff?

When you arrived at the facility, your clothes and other personal belongings were sealed in a box, and you should have been given a receipt for the items. Make sure you keep your receipt. Your box with your personal belongings will be given to your Parents/Legal Guardians when they visit you. If your Parents/Legal Guardians are not able to visit, other arrangements will be made.



How do I need to dress?

You are required to follow the juvenile dress code. For normal programming and recreation you are expected to wear shorts or pants (seasonal) fitted at the waist (**NO SAGGING**); your shirt is to be worn right-side out, tucked in, and sleeves unrolled; socks and shoes appropriately secured. In general, your clothing is to be neat and clean. Your clothing may never be altered, which means no tearing, cutting, or writing on your clothing. You may only wear one layer of clothing (with the exception of winter months when you are allowed to wear a sweatshirt over your T-shirt). When you are going to and from the shower you are expected to wear shorts, t-shirt, and shower shoes.

How do I get clothing and personal items?

You will be given a basic set of state-issued clothing upon your arrival at Reception, Assessment, & Classification (RAC) and the rest of your clothes will be ordered when you arrive at your assigned Housing Unit. When clothes are ripped, torn, or worn they will be replaced upon request. Numbers of allowable items can change according to your level. If you have questions, contact your YCO III or your YPS/Housing Unit Manager.

Property

You have the right...

- **To keep and use personal possessions.** However, you will not be able to have items that endanger the safety of others, disrupt programs and/or activities, or encourage delinquent values/behavior.

Personal hygiene items you will be issued include:

- 1 toothbrush
- toothpaste
- 1 deodorant
- State issued ethnic specific hair products
- 1 comb/brush
- 2 hair ties (female only)



Personal items you may have:

- 1 Holy Scripture
- 2 other books/journals
- 5 pictures
- 5 letters (maximum)

Shampoo, conditioner, and soap are available at each facility. Your Unit Staff will tell you how they are distributed in your Unit.

Contraband

- Anything that is a crime to possess under the law such as weapons, tobacco, inhalants, drugs, narcotics paraphernalia, and alcohol;
- Items that can be used or made into weapons;
- Pictures that show nudity or sexual acts;
- Posters, books, or clothing that contain or promote illegal activities;
- Cash;
- Anything that has been altered from its original form is considered contraband, for example, sheets that have been knotted, holes in shirts, etc.

"Extra" clothes or personal items are not allowed. These "extra" items are considered contraband. Extra items will be taken away and consequences may be given to you.

You are also not "allowed" to trade, give away, or "loan" clothing or personal items to other juveniles.

CONTRABAND

Any item possessed by a juvenile or found within Secure Care that is illegal by law or prohibited by ADJC Policy.

Class 2 Felony Contraband includes:

- Deadly weapons
- Dangerous instruments
(example: threatening someone with a pencil)
- Explosives
- Illegal Drugs

Class 5 Felony Contraband includes:

- Inhalants
- Drug paraphernalia
- Alcohol
- Sexually explicit pictures, posters, or books

If you know of contraband being brought into the facility and don't report it you are committing a Class 5 Felony. Appropriate action will be taken including arrest and prosecution.

Searches

CAPFA

CRIMINOGENIC AND PROTECTIVE FACTOR ASSESSMENT LOOKS AT

- ✓ Alcohol/drugs
- ✓ Aggression
- ✓ Offense behavior
- ✓ Family
- ✓ Peer relationships
- ✓ Use of free time
- ✓ Employment
- ✓ Attitudes/Behaviors
- ✓ Mental Health
- ✓ Medical
- ✓ School (Education)
- ✓ Social Skills

CONTINUOUS CASE PLAN

The Continuous Case Planning system utilizes the CAPFA information to assist the Multi-disciplinary Team (MDT) working with you to develop a case plan with goals, objectives, and intervention options to address your needs.

You have the right...

- **To be searched in a manner that minimizes embarrassment to you.**

A staff person may search you or your possessions to look for contraband or to protect others. You will be searched after visitation. Staff will search rooms periodically with or without notice, explain the reason for the search, and disrupt your personal belongings as little as possible. Strip searches will be conducted in a private setting by an officer of the same sex. Searches will never be conducted as a form of discipline.

RAC Overview

RAC stands for Reception, Assessment, and Classification. While in RAC, you will have tasks to complete for each of these areas.

The assessments you complete and the people you speak with in Intake are part of the Reception process. It is important to make sure staff understand how you are feeling and to get basic information about you. One of the main assessments you will be given is the Criminogenic and Protective Factor Assessment (CAPFA). The information from the CAPFA is used to help develop your Continuous Case Plan (CCP) with your goals. As you go through RAC, you will learn what you can do while you are in CUSTODY and what things you will need to complete in order to be released back to the community.

While living in RAC, you will take part in assessments to identify your treatment needs and housing unit assignment. These assessments will cover a number of different areas, including education, behavioral health, substance abuse, aggression, and your attitudes towards delinquent behavior. It is important that you are honest and provide correct information on the assessments.



Visitation

You have the right...

To receive approved visitors. You may refuse to see a visitor, however, you may not refuse to see law enforcement officers and/or ADJC investigators. You may, however, refuse to talk to them.

Who can visit me?

We know that most of you look forward to having your family visit. During your stay at RAC your visitation is limited to only your Parents/Legal Guardians.



Once you are in your Housing Unit, you may be visited by your Parents/Legal Guardians, Grandparents, Brothers, Sisters, Aunts, Uncles, or other persons who are significant to you once approved. You will create your approved visitor list with your YPO III/Case Manager and it will be reviewed by your Parents/Legal Guardians. All visitors will have a background check. Restrictions may be established because of your behavioral and non-compliance issues.

Visitors **may** bring factory-sealed food items for you if you have earned this privilege. Non-alcoholic drinks must be in factory-sealed plastic or cardboard containers. All food items and beverages must be consumed during visitation or taken out by the visitor. No food items or drinks are allowed to be taken to the Housing Unit by you or staff.

Items **not** allowed to be brought in:

- No glass or metal containers, no aluminum cans, containers, or foil;
- No knives or edged utensils of any kind;
- No personal property, letters, cards, or pictures. They will **NOT** be accepted or allowed in during visiting hours;
- No weapons, tobacco products, alcohol, or illegal drugs.

Telephone Calls

You have the right...

- **To have access to make and receive phone calls.** Staff will monitor your behavior during calls.



You will be able to make phone calls to your family on an assigned day and time each week. You will be able to make more than one call as a privilege for earning your levels.

If you have an emergency or need to speak with your family, contact your YPO III/Case Manager. Calls to/from CPS, personal lawyers, or Parole Officers are legal calls and do not count as your weekly calls.

WHO CAN VISIT ME?

✓ While in RAC

- ♦ Parent
- ♦ Legal Guardian

✓ While in Housing Unit

- ♦ Parent
- ♦ Legal Guardian
- ♦ Grandparents
- ♦ Brothers/Sisters
- ♦ Aunts/Uncles
- ♦ Other persons significant to you

FAMILY LIAISONS

Family Liaisons are staff members who will work with your Parents/Legal Guardians to answer questions and offer information and assistance. They have offices in Secure Care and are available during visitation to talk to your Parents/Legal Guardians.

Mail

Secure Schools

Adobe Mountain School

2800 W. Pinnacle

Peak Road

Phoenix, AZ

85085-1665

(623) 869-9050

Black Canyon School

24601 N. 29th Avenue

Phoenix, AZ

85085-1665

(623) 780-1303

Catalina Mountain School

14500 N. Oracle Road

Tucson, AZ 85738

(520) 818-3484

Eagle Point School

26701 S. State Route 85

Buckeye, AZ 85326

(623) 386-8000

You have the right...

- **To receive and send mail** unless restrictions apply. These restrictions could include:
 - If the court orders a restriction;
 - If Parents/Legal Guardians of children receiving mail from you don't want that to happen; or
 - If you try to contact victims.

THERE MAY BE CONSEQUENCES IF YOU VIOLATE THESE RESTRICTIONS.

- **To private mail.** Mail will not be read or censored, except when specifically authorized in accordance with ADJC Policy and Procedure.

Your Name and K#
Name of Facility and Housing Unit
Street Number and Street Name
City, State, Zip Code

Person's Name
House Number and Street Name
Apartment Number (if applicable)
City, State, Zip Code

This is the information you need to have on your envelope

Incoming and outgoing mail must have your full name, K#, Housing Unit, and return address on the envelope. Mail can not have sexual remarks or pictures, profanity, gang-related material, or references to delinquent activities (weapons or drugs for example) either in the letter or on the envelope.

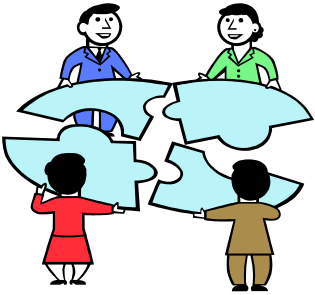
Staff shall log all correspondence, remove stamps on incoming mail, open mail, and inspect for contraband. Mail will be read when requested according to ADJC Policy and Procedure. All juvenile mail shall be distributed to the housing unit within eight hours of receipt at the facility and then you should receive your mail within 24 hours.



Meal Time

Meals are prepared and served cafeteria style by staff and juvenile workers at each Secure Care Facility. Special menus are allowed for medical or religious reasons, if approved by the Doctor or the Chaplain.

UNIT LIFE



While in Secure Care you will be living in a Housing Unit which has an area where you will sleep, an open living area, toilets, showers, and washers/dryers. On each shift there will be Youth Correctional Officers (YCOs) working with you in your Housing Unit. Your YPO III/Case Manager, Psychology Associate, and YPS/Housing Unit Manager have offices located in the Unit.

Multi-Disciplinary Team (MDT)

Within a few days of moving out of RAC and into your Housing Unit you will have your first Multi-Disciplinary Team (MDT) meeting which is called the Initial Continuous Case Plan Staffing. At the staffing, all the members of the MDT, including you and your Parents/Legal Guardians, will develop a Continuous Case Plan for you to work on while you are in Secure Care and when you go back into the community. For example, if you have problems with abusing substances, your plan may include counseling to help you make some changes in that area.

At the Initial Case Plan Staffing, some thought will be given to where you'll be living and what you will be doing when you are released from the facility and go back into the community.



Each month after the Initial Case Plan Staffing, there will be a Review Staffing. The Multi-Disciplinary Team will review your progress, document it in the Continuous Case Plan, and make any recommended changes. It is important for you and your parent/guardian to be involved in your MDT.

Superintendent's Review Board (SRB)

The Superintendent's Review Board (SRB) is a panel that will usually meet a few weeks before your release date. The MDT will make recommendations to the Superintendent's Review Board on whether you have satisfactorily met the requirements of your Continuous Case Plan and if you are ready to be released back into the community. If you are turned down, they will identify for you the areas in your Continuous Case Plan that need to be completed. Another SRB will be scheduled a few weeks later.

If you have a victim who has registered with ADJC's Victims' Rights Unit, there will be a Victims' Rights Specialist who works with your MDT to address victim-related issues and concerns.

YOUTH CORRECTIONS OFFICER (YCO)

Staff responsible for directly monitoring safety and well-being in your housing unit.

PSYCHOLOGY ASSOCIATE

The Mental Health Professional.

MDT MEMBERS

- ✓ You and/or your CPS Case Worker (if you have one)
- ✓ Parent or Guardian
- ✓ YPS/Housing Unit Manager
- ✓ YCO
- ✓ Psychology Associate
- ✓ YPO III/Case Manager
- ✓ Education Staff
- ✓ Medical and/or Psychiatry Staff
- ✓ Parole Officer, Family Services Coordinator
- ✓ Recreation
- ✓ Others as deemed necessary

Treatment



The **New Freedom Program** is a comprehensive substance abuse and behavioral health program that includes easy to use workbooks and related materials in both English and Spanish. You will have the opportunity to participate in treatment programming despite your unit placement and commitment to change. This program will give you the option to begin to work toward your change process as early as RAC and throughout your stay in ADJC, including Community Corrections (Parole). Staff members from all levels will participate in the **New Freedom Program**.

The **New Freedom Program** will take place each day for 45 minutes in the classroom with your Teachers, Case Manager, Youth Correctional Officers, and other unit staff members working together to coach, mentor, and support you as you work on your individual assignments. You will participate again later in the day for a one hour Process Group.

Your **New Freedom Program** goals will match your Continuous Case Plan goals. You are expected to continue your work on these goals even when you go back into the community. Your family may be involved with some of your treatment work, both in secure care and the community.

Other treatment programs you may participate in are:

Aggression Replacement Training (ART) - This program is designed to teach you to understand and replace aggression and antisocial behavior with positive alternatives.

Dialectical Behavioral Therapy (DBT) - Helps you to take a look at behaviors that have been a problem for you and helps to find other ways to deal with them.

Sex Offender Treatment - This program is designed to help change behaviors of those who have been adjudicated by the court for sex offenses or those who struggle with sexual-abusing behaviors.

Substance Abuse Treatment - This program is designed to help you take a look at why you've used substances and to learn ways to help you stop using when you are back living in the community.

Violent Offender Treatment - If you have some violent offenses in your history, this program will help you to take a look at why you act in that way and to find other ways to handle yourself rather than resorting to violence.

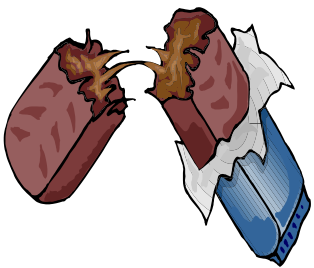


Level System (System of Change)

While you are in Secure Care, you will be evaluated on your behavior and Continuous Case Plan progress by staff every day. This is called the Level System. Right now you are on Orientation, but if you behave appropriately and show progress in meeting your education and treatment goals, you will be able to move up the different levels. As you move up in your levels you will receive more privileges, such as extra phone calls, visits, and Canteen. Although moving up your level is important, achieving your goals in your Continuous Case Plan is even more important so you can be released and go back into the community. Staff in RAC will teach you all about the Level System.



Canteen



The Canteen is a place where you are able to buy hygiene items such as shampoo or conditioner, soda, and snack items such as candy bars and chips. Visiting the Canteen is an earned privilege. You are able to earn money in Secure Care while you work. Part of the money you earn working may be spent in the Canteen. In addition to earning money, your Parents/Legal Guardians are also able to send in money by using a Money Order. The money you earn working, plus any money your Parents/Legal Guardians send in, will be deposited into your account at the facility Business Office and you will be given a receipt. Remember, you are not allowed to have cash on you or in your room.

Separation

If you behave in a way that is dangerous to you or others or dangerous to the operation and safety of the facility, or if you violate rules, staff may decide to refer you to the Separation Housing Unit.

You will be placed in Separation to regain control of your behavior and emotions and review the behaviors that got you there. Your Housing Unit Staff and the Separation Staff will meet with you to help you find ways to handle yourself better.

There are times when you need to get away from your Housing Unit. You may be concerned for your own safety, concerned you may get out of control, or concerned that you will be disruptive to staff or others. When this happens, you should ask staff for a self-referral to Separation.

THE "FIVE" WAYS TO GO TO SEPARATION

1. Serious and immediate danger to self or others
2. Substantial destruction of property
3. Substantial disruption of facility
4. Serious and continuing escape risk
5. Self referral

Health

You have the right...

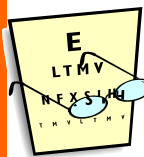
AMERICANS WITH DISABILITIES ACT (ADA)

ADJC does not discriminate on the basis of disability in the operation of its programs, delivery of services, or activities. ADJC complies with the Americans with Disabilities Act (ADA) of 1990.

If you have questions, concerns, complaints, or requests for reasonable accommodations due to a disability or would like information contact the ADJC ADA Coordinator at (602) 542-4354

HEALTH

- ✓ Physical Exam
- ✓ Eye Exam
- ✓ Dental Exam
- ✓ Immunizations
- ✓ OB/GYN



- To receive medical care
- To expect your records to be kept confidential and released only when legally authorized.

While in ADJC your medical care will be provided by licensed health care professionals who are qualified to meet your medical and dental needs. During the first week, a medical doctor, physician's assistant, or nurse practitioner will perform a physical exam. You will be afforded the right to privacy during your medical examination. The information you provide the nurse or doctor will become a confidential part of your medical record. You will receive Sexually Transmitted Disease (STD) testing if necessary and you may request HIV testing. A medical record about you will be set up that will help the health staff provide care for you.



- Your required immunization (shot) record will be evaluated and you will be given the shots that you need to complete the requirements for you to be in school. You will also be given additional shots to protect you from the Flu and Hepatitis.
- A Dentist will examine and x-ray your teeth and gums to ensure that any urgent problems are addressed. Your continuing dental needs will be followed by the dentist.
- You will be given an eye exam to check your vision. If it is found that you need glasses, they will be provided to you.
- The girls' facility (BCS) provides the services of an obstetrician/gynecologist (OB/GYN) as the need arises. Examinations for females include a pap smear, unless you have had one within the past year.

Sick Call

If you are not feeling well or you have a medical problem, you should request a "sick call" from any staff member. You will fill out a Health Care Request Form in private and turn it in to the designated Health Care Staff. Emergencies will receive immediate attention. If you have an emergency and have to be taken to a hospital, the medical staff will call your Parents/Legal Guardians.



Education

Education will be part of your regular daily schedule. While you are in RAC, Education staff will be going through your school records with you, and you will be taking tests to help staff identify your education needs. You will have school for six hours a day, Monday through Friday.



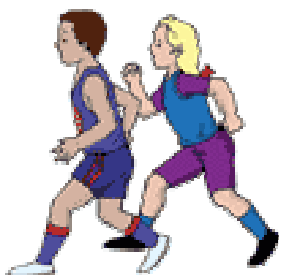
Everyone has different educational needs, and while you are with ADJC, you will have the opportunity to earn an 8th grade certificate, a General Education Diploma (GED), high school credits, a high school diploma, college credits, work experience credits, and/or career/technical experience. If you are a student with a disability and need help with schoolwork, you will be provided these services.

IT IS IMPORTANT FOR YOU TO DISPLAY APPROPRIATE CLASSROOM BEHAVIOR AT ALL TIMES.

Career/Technical Education

Secure Care provides opportunities to participate in Work Experience and Career/Technical classes during the school day. Work Experience classes include: Cafeteria, Landscaping & Maintenance. Career/Technical classes could include: Automotive, Building Trades, Computer Refurbishing, and Culinary Arts. You will receive elective credit for these classes. Career/Technical Education Portfolios are developed that can be used when you look for work upon release. The Counselor, Principal, Career/Technical, or Work Experience Teachers have more information and will be happy to assist you.

Physical Education/Recreation



All facilities have recreation areas and you will be able to be involved in a variety of activities, both individual, and as a part of a team. Physical Education will be scheduled every day and there could be additional recreational opportunities in the evening and on the weekends. The Physical Education Staff regularly organizes competitions between the different housing units in many sports and activities.

EDUCATIONAL RECORDS

A comprehensive, uniform file of information that contains, but is not limited to, your school history, transcripts, grades, and disciplinary history that is specifically related to your educational experiences and activities.

EDUCATIONAL OPPORTUNITIES

8th Grade Certificate

GED

High School Credits

High School Diploma

College Credits

Work Experience Credits

Career/Technical
Experience

CAREER/TECHNICAL EDUCATION OPPORTUNITIES AND EXPERIENCES

Automotive

Building Trades

Computer Refurbishing

Culinary (BCS Only)

Janitorial

Landscaping

Religious Services

You have the right...

- **To practice the religion of your choice.** Efforts will be made to provide you access to practice your chosen religion.
- **To choose not to participate in religious activities.**

ADJC provides religious services. A Chaplain is assigned to each facility to provide individual religious counseling and to coordinate religious services for all youth. When you first arrive at a Secure Care Facility you will complete a survey to help identify your religious beliefs and history.

You are encouraged to participate in the religious services of your choice. Major religious holidays are celebrated at the Secure Care Facilities. If your religion is not included in the services that are offered or you have questions about religious items, please contact the facility Chaplain.



Volunteers

Volunteers

Tutor

Mentor

Make Special Visits

Lead Spiritual
Programs

Volunteers provide critical support to you and the Arizona Department of Juvenile Corrections. Volunteers are caring, nurturing role models helping you to gain a sense of hope and self worth. They act as teachers instilling life and leadership skills. Volunteers tutor in many subjects, help you prepare for the GED exam, and work with you on special projects. Volunteers act as connectors to the community for both you and the Arizona Department of Juvenile Corrections. Many volunteers provide religious services and events throughout the year, and in many cases volunteers are there just to listen when you need someone to talk to.



Legal Services

You have the right...

- To file a grievance about anything that you feel is a concern to you without fear of retaliation.
- To appeal decisions on grievances.
- To be treated fairly and with accuracy in any disciplinary situation.
- To be represented in hearings by a Juvenile Ombuds.
- To speak to or meet with your attorney in private.

What is a Juvenile Ombuds?

A Juvenile Ombuds is a person who helps you solve problems and represents or advises you in hearings. Ombuds work to ensure that everyone is treated fairly. An ombuds mainly helps you in the following ways:

1. Helps with problems - Anytime you believe you're being treated unfairly or your rights are violated, the Ombuds will help to resolve the problem.
2. Represents you in hearings - An Ombuds will advise and represent you in all ADJC hearings. It is important to remember that Juvenile Ombuds are not lawyers. For legal advice on current charges or other legal actions you should contact your lawyer.

Hearings

Three main types of hearings occur within ADJC:

1. **Disciplinary Hearings** - Major conduct violations may result in a disciplinary hearing. If the violation is proven by staff at the hearing, you may be placed on Disciplinary status or be required to pay restitution. **Serious acts of misconduct** in a Secure Care facility may result in adult charges. (See list at right.)
2. **Separation Hearings** - You are referred to Separation when you display behavior that presents an immediate risk to yourself, others, or the safe and orderly operation of the facility. A hearing must be held within 24 hours if you are to remain in separation longer than 24 hours.
3. **Parole Revocation Hearings** - If you are on Conditional Liberty (Parole) and you violate any of your conditions, a hearing may be held to determine if your conditional liberty should be revoked (taken away), and you should be returned to a secure facility.

JUVENILE OMBUDS

An Ombuds is a person who helps you solve problems and represents you in hearings.

SERIOUS ACTS OF MISCONDUCT ARE:

- Aggravated assault on staff or juvenile;
- Sexual assault;
- Sexual abuse;
- Kidnapping;
- Arson;
- Escape;
- Rioting;
- Possession of a weapon or dangerous instrument;
- Possession or use of drugs or toxic vapors;
- Deliberate damage to state, staff, or peer property;
- Unlawful assembly;
- Participating in or assisting a criminal organization;
- Leading or participating in a criminal street gang; and
- Tampering with, or possession of, a security device.
- Substantial disruption of facility



GRIEVANCE

A formal complaint regarding a condition, circumstance, or action considered by the person grieving to be unfair.

JUVENILE GRIEVANCE COORDINATOR

A youth in each housing unit assigned by the Juvenile Ombuds to distribute grievances and explain the grievance process to other youth in the housing unit.

RESTORATIVE JUSTICE

Repairing the harm that has been done to the victim, the community, and yourself as a result of crime.

RESTITUTION

A court order to repay the victim of a crime for loss, damage, or injury.

What is a Grievance?

A grievance is a formal complaint regarding a condition, circumstance, or action considered to be unfair. ADJC encourages informal verbal communication of these problems with the appropriate person. However, if the informal process is not working or if you prefer not to address the issue informally, you may file a grievance.

To help you complete the Juvenile Grievance form, contact the Juvenile Ombuds at your facility. There is also a trained youth in your unit, called a Juvenile Grievance Coordinator, who can help you. After your Juvenile Ombuds reviews your grievance, it will be sent to the appropriate staff so the problem can be resolved.

You must not take matters into your own hands; instead you must allow the grievance system to work for you to fix the issue.

Restorative Justice

Restorative Justice is about repairing the harm that has been done as a result of crime. This means that you have a responsibility to make things right for the victims, the community, and yourself.

At ADJC, victims' rights are honored and respected. Victims are welcome to participate in your hearings, and their concerns will also be addressed in your Continuous Case Plan. You will be expected to:

- Understand the impact of your offense on the victim and the community;
- Take part in your treatment and take it seriously;
- Follow all court orders that apply;
- Complete work hours that are of value to the victim, the community, and you;
- Work toward the repayment of restitution.



Community



Following release from Secure Care you will return to the community on Conditional Liberty/Parole, if you are under eighteen years of age. You will have a Parole Officer (PO) who you met while you were in Secure Care. Your PO is assigned according to your home address. Your PO will work with your YPO III/Case Manager and Psychology Associate in developing your Continuous Case Plan. Your Continuous Case Plan will be your guide of what you will need to work on in Secure Care and the community. It will include your individual community treatment, education, and/or work program goals. In addition to your Continuous Case Plan you will also follow the Conditions of Supervision, which are the general rules you must follow while on Parole.

Parole supervision is provided in an atmosphere of mutual respect involving you, your family, and significant others in partnership. Your family is encouraged to assist in the development of your Case Plan and to partner with the PO in monitoring your behavior in the community. You will spend an average of seven to eight months on Parole.

Community Resource Centers & Parole Offices

The Parole Offices in Maricopa and Pima Counties are called Community Resource Centers. These Centers provide services to you and your family through Parole Officers, Family Service Coordinators, Vocational Rehabilitation Counselors, Teachers, and other community development partners. Classes are provided in the Resource Center for you to work on your educational goals.

In the counties other than Maricopa and Pima, there are Parole Offices where your PO has his/her office. Your PO works with you and local service providers to set up services that will help you meet your goals identified in your Continuous Case Plan.

If you are from any of the other counties in Arizona, your PO will coordinate services that will help you meet your goals as identified in your Continuous Case Plan.

PAROLE OFFICER

The person in the community.

CONDITIONAL LIBERTY

Also known as Parole.

Discharge

Discharge means that you are no longer supervised by ADJC staff. You may earn a Discharge by successfully completing all the requirements of your Continuous Case Plan.

Any of your victims registered with ADJC will be notified of the Discharge Request and have the right to provide input to the Hearing Officer considering your request for Discharge.

You may apply to the Juvenile Court for the destruction of juvenile court records if you have received a successful discharge from ADJC.

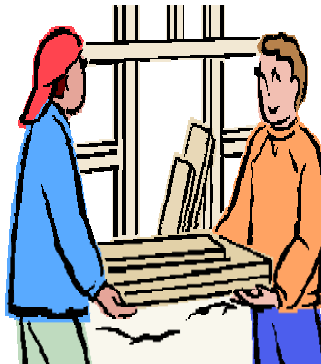
Community Services

ADJC contracts with agencies throughout the state to provide services for you. These services can include:

- Residential Placement
- Therapeutic Group Homes
- Non-Therapeutic Group Homes
- Shelter Care
- Counseling which can be Home-based or outpatient including Functional Family Therapy and Multi-Systemic Therapy.

ADJC Youth Work Program

The ADJC Youth Work Program is structured to benefit you and is an integral part of your personal development. The Work Program is an opportunity for you to complete your community service work hours, learn employment skills, and pay restitution. This program is a collaboration of citizens and community agencies. The program provides a continuum of services that includes workforce development and restitution. It is designed specifically to help you become successful citizens in the community.



The "Work Crews" are comprised of youth and citizens in partnership with public and private entities. Citizens provide professional relationships for you to learn skills. You complete your community service hours and add to your résumé through experience in the field.

WORK PROGRAM

Participation in the Work Program will introduce you to challenging and valuable work experience where you can learn basic skills such as:

- Landscaping
- Framing
- Painting
- General Warehouse
- Food Services
- Convention Set Up
- Janitorial Services
- Production Work
- Team Work

WHO CAN PARTICIPATE?

Any ADJC youth in the community can participate in the Youth Work Program:

- Male and Female
- Youth on Interstate Compact
- Youth who are under CPS jurisdiction
- Youth living at home or in out-of-home placement

Parole Violators



If you do not follow your Conditions of Supervision while on Conditional Liberty status, you may be placed on a more structured program and/or moved to a more restrictive placement or Secure Care facility. Continued or serious violations of your Conditions of Supervision will likely result in the issuance of a law enforcement arrest warrant and in the revocation of your Conditional Liberty. Before a revocation occurs, you are entitled to a Revocation Hearing.

Returning to Secure Care

If you have been released to the community and have not followed through on your conditional release obligation, you may be returned to Secure Care at either Adobe Mountain School (male) or Black Canyon School (female). Once you are assigned to the Parole Violator Unit, you will be carefully reviewed/assessed to better address your individual case and to improve the overall operation of the programs selected for the youth offenders committed to ADJC.

PAROLE VIOLATOR ASSESSMENT: ADJC staff assess and evaluate youth, in secure care, who violate their parole. They gather information about your community performance to see what worked and what didn't. Based on the findings of the assessment, you, your Parents/Legal Guardians, and the MDT will develop a new Continuous Case Plan. A Revocation Hearing takes place during this process and is usually held 10 to 14 days after you return to secure care for assessment and evaluation.

PAROLE VIOLATOR HEARING: At your hearing, presentations will be made related to what you did well and to the violations of conditional liberty. The Hearing Officer could reinstate you back home or to a residential placement. The Hearing Officer could also revoke your parole. As a result of your assessments and evaluation,



tion, programs will be identified that focus on how you can still adjust successfully in the community. Connecting you to community resources and social networks is a major function of this process.

IF YOU ARE REVOKED: If you are acting out criminally you could be revoked and assigned time in Secure Care. The length of time you stay in programming will be determined by the assessment process according to the seriousness of the crime.

PENDING SUSPENSION

Temporarily suspends full Conditional Liberty status. You may be allowed to remain in the home or community pending a hearing, or may be returned to Secure Care for an assessment and evaluation.

PENDING REVOCATION

A youth committed to ADJC (by an Arizona County Court), previously in a Parole or Pending Suspension status, that is awaiting a Parole revocation hearing. Following the hearing you will be on Parole status or Parole revoked status. The juvenile normally has new charges and is sent to us by the County Courts.

REVOCATION

The Youth Hearing Officer's administrative decision (after a due process hearing) to revoke the juvenile's Conditional Liberty due to a probable cause determination that he/she has violated the conditions of release.

YOUTH HEARING OFFICER

A staff member of the Due Process Office who ensures the due process rights of ADJC youth during hearings.

DISCHARGE

A youth committed to ADJC that has met a condition (age, transfer to adult court, good behavior, etc.) for release from ADJC supervision.

COMMUNITY RESOURCE CENTERS AND RURAL PAROLE OFFICE LOCATIONS

Apache County

50 West Cleveland, St. Johns, AZ 85936
PO Box 100, St. Johns, AZ 85936
Phone (928) 333-2898

Cochise County

999 East Fry Blvd., #215, Sierra Vista, AZ 85635
Phone (520) 459-6369

Coconino County

1001 East Sawmill Road, Flagstaff, AZ 86001
Phone (928) 226-5430

Gila, Graham, Greenlee Counties

1970 Thatcher Blvd., Suite 12
Safford, AZ 85548
Phone (928) 348-1613

Interstate Compact Statewide

1122 N. 7th Street, Suite 215
Phoenix, AZ 85006-2782
Phone (602) 462-5874

La Paz/Western Mohave Counties

Lake Havasu City Office
2360 McCulloch Blvd.
Lake Havasu City, AZ 86403
Phone (928) 680-5409

Mesa Community Resource Center Maricopa County

555 W. Iron, #104, Mesa, AZ 85210
Phone (480) 844-7164

Mohave County

Kingman Office
519 E. Beale Street, Suite 160
Kingman, AZ 86401
Phone (928) 718-1336

Bullhead City Office
1700 Lakeside Drive #8
Bullhead City, AZ 86442
Phone (928) 758-5275

Navajo County

c/o Arizona Department of Juvenile Corrections
1746 E. White Mountain Blvd., Suite 2
Lakeside, AZ 85929
Phone (928) 368-8911



Northwest (Phoenix) Community Resource Center Maricopa County

2802 N. 37th Avenue, Phoenix, AZ 85009
Phone (602) 233-1667

Pinal County

900 E. Florence Blvd., Suite A
Casa Grande, AZ 85222
Phone (520) 421-0530 or (520) 421-0383

Santa Cruz County

2745 N. Grand Avenue
Nogales, AZ 85621
Phone (520) 281-9828

South (Phoenix) Community Resource Center Maricopa County

1122 N. 7th Street, Suite 205
Phoenix, AZ 85006
Phone (602) 462-0941

Tucson Parole and Community Resource Center Pima County

151 S. Tucson Blvd., Suite 201
Tucson, AZ 85716
Phone (520) 324-0610

Yavapai County

122 North Cortez, #302
Prescott, AZ 86301
Phone (928) 776-4535

Yuma County

2440 W. 28th Street
Yuma, AZ 85634
Phone (928) 314-1900, ext 1009 or 1562

